

Report for Week Ending 29 August 1956
from
RECORDS DISPOSITION BRANCH

Unnumbered Project - Management Staff [REDACTED]

25X1A9a

No change from previous report. Project is 30% complete.

Project 6-26 - Medical [REDACTED]

25X1A9a

No change from previous report. Project is 80% complete.

Project 6-40 - Office of Central Reference [REDACTED]

25X1A9a

Over 8,000 cubic feet of records have been inventoried as of this date.
Project is 37% complete.

Project 6-41 - Office of Scientific Intelligence [REDACTED]

25X1A9a

Revised records control schedules have been received along with the annual report of accomplishments in their records disposition program. This is the second complete revision of their basic schedule prepared in 1954 and was brought about by reorganization and reassignment of functions within the Office. Although the first revision to the schedule was prepared less than a year ago, the need to periodically review schedules is reflected by the 34 deletions and 78 additions made to that revision. An analysis of their report shows that during the past fiscal year a total of 414 cubic feet of records were either retired to less costly storage or destroyed on the spot. Thus, their records disposition program effected savings of over \$17,000 in space and file equipment alone. Another significant fact is that their records disposition (414 cu.ft.) was greater than their records accretion (374 cu.ft.) which enabled them not only to stop the growth of their files but to reduce their total volume. This shows progress over their accomplishments for the previous year and it is expected that next year will show even greater gains as the full application of their schedule will take place then. Their revised schedules are in process of review. Project is 85% complete.

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